

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05722739

DATE POSTED: 02/07/22

POSITION NO: 937216

CLOSING DATE: Open Until Filled

POSITION TITLE: Senior Accountant

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care & Development, Accounting Section/Window Rock, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ65A

WORK HOURS: 8 am to 5 pm PART TIME: ☐ NO. OF HRS./WK.: 49,318.56 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : 23.62 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Position is Professional-At-Will and will report to the DCCD Department Manager III. Senior Accountant will oversee the daily functions of the department's accounting/property section and supervise the accounting/property staff. Senior Accountant shall prepare annual budgets for external federal and Navajo Nation general funds/proprietary funds. Assist Department Manager III in presenting budgets to Health, Education and Human Services Committees, including the Budget and Finance Committee of Navajo Nation Council. Ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures. Reviews and processes all program's expenditures documents for availability of funds, accuracy, and compliance with established Generally Accepted accounting Principles, the NN Budgets instructions and Policies Manuel, NN Procurement Policies and Procedures, NN Travel Policies and Procedures, Section 164 Review process, and all related regulations. Senior Accountant will assist Department Manager III with responses to audits of financial expenditures and address deficiencies timely.

Senior Accountant will review and reconciles budgets on a monthly basis using FMIS System, interprets data to identify trends and patterns in fund balances. Prepares accounting reports, ledgers and statements for review by Department Manager III. Prepares financial analysis of proposed budgets revisions as needed and forecasts for potential short-falls. Assist with contracts, MOA/MOUs, vendor bid processes, make direct contact with vendors and funding source. Senior Accountant will address fiscal year-end funding close-out processes.

Senior Accountant will complete special assignments relating to financial management activities as assigned by the Department Manager III, such as grant applications submission to department's funding sources, including communication with funding sources and monitor changes to grant conditions and CFR changes. As needed, communicates with other department sections, such as DCCD - Facilities Maintenance Section, Human Resources Section, MIS Section, including direct service child care centers and casework office. Senior Accountant will attend meetings, oversight committee meetings, trainings and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license and within 90 day's of hire, obtain a Navajo Nation Tribal Permit

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting. Knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting and budgeting principles. Knowledge of accounting principles, practices and procedures. Knowledge of business practices relating to the maintenance of accounts and financial records. Knowledge of computerized accounting systems and applications, including general software applications. Skill in preparing detailed and complex numerical computations and reports. Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems. Skill in analyzing financial systems, procedures and controls. Skill in communicating complex technical concepts, both orally and in writing. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.